

2012-2013 Coordination Planning Meeting Expense Reimbursement Request

Entity Submitting Expenses

More than one entity can submit a bill for the same meeting but they need to submit separate bills with itemized receipts. Example: the county aging unit paid for meeting expenses (break food, printing, room costs, AV costs) and the RPC/MPO paid for the newspaper announcement(s). Each can submit a bill on their letterhead with the following information.

Name/Contact person submitting expenses-
Agency/Entity-
Address-
Date and location of meeting-

Reimbursable Expenses

Below is a list of items that can be invoiced to WisDOT:

Handouts – Printing or copying (no map development or binders). If printing/copying is done in-house, indicate the total printing/copying cost (number of copies multiplied by the per sheet cost).

Meeting Logistics – Meeting room costs, audio visual equipment rental, name tags, table tents.

Break Food – Cannot reimburse for lunch (attach attendance list).

Mailing Costs – Postage, envelopes, paper; indicate quantity

Newspaper Announcement (s) – Attach ad copy and receipt/invoice from newspaper

How to Submit

Submit invoice on agency letterhead, detailed listing of expenses, and applicable receipts to:

Judy Foss
Wisconsin Dept of Transportation - Rm 951
PO Box 7913
Madison WI 53707-7913